

## **MEETING NOTICE: CEMETERY BOARD FOR VILLAGE OF WINNECONNE**

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**Monday, November 14, 2016 @ 4:30 p.m. at Village Hall Municipal Center – Annex Room, to consider;**

Call to Order  
Public Participation  
Communications  
Approve Minutes from September 13<sup>th</sup>, 2016  
Operations Report – DPW Kirk Ruetten

### **Old Business**

Perpetual Care Update/Discuss Investment Options  
Silver Maple Tree near Fuller Monument  
Water Fountain/Hose Bib  
Update on Ordinances and Rules & Regulations

### **New Business**

Approve Annexation  
- Discussion  
- Recommendation  
Approve Re-Zoning  
- Discussion  
- Recommendation  
Recommend Property Sale Discussion  
- Discussion  
- Recommendation

### **Confirm next meeting date and adjourn**

Kirk Ruetten  
Public Works Director

Pursuant to WI State Statute 985.02(1)(b); notice is hereby given that Village Board Members may also be present at this meeting for informational purposes.

**Cemetery Board – September 13 2016 10:30 a.m.**

Call to order by Chairperson Mr. Fischer at 10:34 a.m.

Members present: Fischer, Falk, Angell, and Krueger.

**Public Participation**

- None

**Communications**

- Kirk – Monument discussion. Dealing with a monument company marker set correctly but because it was set correctly the wording is backwards. Monuments are already made when we get the marker permit . . . basically facing wrong way so wording is wrong.
- How do we get the information out to the monument companies. That same corner we have issues with.

**Approve Minutes from August 4**

MOTION by Krueger, seconded by Angell, to approve the cemetery board minutes of August 4, 2016.  
Carried by voice vote.

**Operations Report – Mike Cook**

- Given by Kirk
- Summer staff done. Public works crew helping.
- Plans to regrade the road in about three weeks.
- Garage also needs attention – siding, paint.

**Old Business**

**Perpetual Care Update/Discuss Investment Options**

- Recommend someone from cemetery board attend Finance Committee meeting
  - o Someone from Ehlers will be present to discuss investment options
  - o September 20<sup>th</sup> at 12:30
  - o Mr. Fisher to attend. – Send reminder.

**Silver Maple Tree near Fuller Monument**

- Previous motion to contact Twin City . . . haven't a chance to do it yet.
- Tabled.
- Angell – Fuller monument may not be Twin City marker.

**Lehr present at 10:48 a.m.**

**Water Fountain/Hose Bib**

- Tabled.

### **Update on Ordinances and Rules and Regulations**

- On agenda for awhile . . . delegated to Jaci, Kirk, and Kelly.
- Does anyone have more time to dedicate to the project.
- Work in progress . . . to be done over the winter months

### **Headstone Repair and Replacement**

- Discussion
- Review letter prior to sending out – do not put time when work to be done on letter. m
- Discussed to put in statement about if do not contact Village or we assume you are ok to proceed with project.

### **New Business:**

#### **Tree Planting – October 15<sup>th</sup>**

- Scheduled to coordinate with Village wide Plant a tree day – October 15. Tree USA Status
- Bridal bushes to be removed prior to that date.

Confirm next meeting date and adjourn

October 11, 2016 at 10:30 a.m.

MOTION by Falk, seconded by Lehr, to adjourn to October 11, 2016 at 10:30 a.m.

Jacquie Stelzner

10:59 a.m.

Cemetery Board Secretary

## **CHECKLIST FOR ANNEXATION OF TERRITORY OWNED BY THE VILLAGE PURSUANT TO WIS. STATS. § 66.0223(1)**

1. Draft Ordinance pursuant to Wis. Stat. § 66.0223. The Ordinance shall include:
  - a. The exact description of the territory annexed.
  - b. The names of the Towns from which detached.
2. In the case of the 5<sup>th</sup> Avenue property, Cemetery Board approval is required as the property is in the Cemetery Care Fund.
3. After approval of the Ordinance by the Board, a surveyor should prepare a plat showing the boundaries of the territory attached.
4. The Village Clerk shall file 7 certified copies of the signed Ordinance with the Secretary of Administration together with 7 copies of a plat showing the boundaries of the territory attached. The territory attaches upon filing.
5. The Village Clerk shall also file with the Board of Election Commissioners, the Report required by Wis. Stat. § 5.15(4)(b)(g).
6. Within 10 days of filing the 7 certified copies with the Secretary of Administration, the Village Clerk shall mail or deliver a copy of the Ordinance and plat to the Clerk of the County in which the annexed territory is located.
7. Zoning: If the Property is noncontiguous territory, the use of the territory by the Village cannot be contrary to any Town or County zoning regulation. (Note that pursuant to *Town of Lyons v. City of Lake Geneva*, 56 Wis. 2d 331 (1972), properties separated by a public road are still contiguous, so long as the road runs the length of the property and does not create a "balloon on a string" or a "flag" property.) Under Vill. Ord. 9-1-23, zoning shall automatically be R1-A, Single Family Residential. Rezoning ordinances/statutes apply.

**ORDINANCE EXTENDING AND INCREASING THE VILLAGE LIMITS OF THE  
VILLAGE OF WINNECONNE, COUNTY OF WINNEBAGO, STATE OF WISCONSIN,  
PURSUANT TO THE PROVISIONS OF SEC. 66.0223(1), WIS. STATS., BY ANNEXING  
THERE TO A CERTAIN TRACT OF LAND CONTIGUOUS TO AND NOT EMBRACED  
WITHIN THE PRESENT LIMITS OF THE VILLAGE OF WINNECONNE AND  
OWNED BY THE VILLAGE OF WINNECONNE**

WHEREAS, the Village of Winneconne, owns certain property (the "Property") that can be annexed to the Village of Winneconne pursuant to Wis. Stat. § 66.0223(1).

NOW, THEREFORE, the Village Board of the Village of Winneconne does hereby ordain as follows:

Section One

That the Village of Winneconne owns the Property which is legally described as:

Lot One (1) of Certified Survey Map No. 2607 filed in the office of the Register of Deeds for Winnebago County, Wisconsin, in Volume 1 of Certified Survey Maps on page 2607, as Document No. 812574; being part of the Southwest 1/4 of the Northwest 1/4 of Section 22, Township 19 North, Range 15 East, Town of Winneconne, Winnebago County, Wisconsin. A revision of Certified Survey Map No. 2460, Document No. 783665.

Tax Parcel No. 09003120501

Address: 5<sup>th</sup> Avenue, Winneconne, WI

Section Two

That pursuant to Wis. Stat. § 66.0223(1), the Property can be annexed to the Village as a direct annexation by Ordinance enacted by the Board of Trustees of the Village.

Section Three

That the Property is contiguous to the Village of Winneconne in that it is separated only by a public road which runs the length of the Property (See *Town of Lyons v. City of Lake Geneva*, 56 Wis.2d. 331 (1972)).

Section Four

That the Property is currently located in the Town of Winneconne.

Section Five

That the Cemetery Board has approved and recommended the annexation, as required because the Property is in the Cemetery Care Fund.

#### Section Six

That there has been compliance with all the notice requirements for the adoption of this Ordinance.

#### Section Seven

That the Village limits of the Village of Winneconne are hereby extended and increased so as to include an embrace within the Village limits of the Village of Winneconne the Property described in this Ordinance and the Property is hereby annexed and declared to be part of the Village of Winneconne annexed thereto with a zoning classification of R1-A Single Family Residential, pursuant to Village of Winneconne Ord. 9-1-23.

#### Section Eight

That upon the adoption of this Ordinance, the Village Clerk or Village Administrator shall have a plat prepared showing the boundaries of the territory annexed.

#### Section Nine

That upon the adoption of this Ordinance, the Village Clerk shall file 7 certified copies of this Ordinance with the Secretary of Administration, together with 7 copies of the plat showing the boundaries of the territory attached and that the territory shall attach upon such filing.

#### Section Ten

That within 10 days of filing the certified copies with the Secretary of Administration, the Village Clerk shall mail or deliver a copy of the Ordinance and plat to the Clerk of Winnebago County.

#### Section Eleven

That the Village Clerk shall file the report required by Wis. Stat. 5.15(4)(b)(g) with the Board of Election Commissioners.

Acknowledge as passed by the Village Board of the Village of Winneconne on the \_\_\_\_\_ day of \_\_\_\_\_, 2016.

APPROVED:

\_\_\_\_\_  
John Rogers, Village President

ATTEST:

\_\_\_\_\_  
Jacquin Stelzner, Village Clerk

ACKNOWLEDGMENT

STATE OF WISCONSIN     )  
                                      )SS  
WINNEBAGO COUNTY     )

Personally came before me this \_\_\_\_ day of \_\_\_\_\_, 2016, the above named John Rogers, President and Jacquin Stelzner, Village Clerk of the Village of Winneconne, Winnebago County, Wisconsin, to me known to be the persons who executed the foregoing instrument and acknowledged the same.

\_\_\_\_\_  
Notary Public, State of Wisconsin  
My commission expires: \_\_\_\_\_.

This document was drafted by:  
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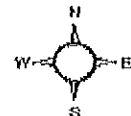
**McMAHON**  
ENGINEERS & ARCHITECTS

### Utilities Data

	Water Main		Hydrant		Catch Basin
	Storm Main		Storm Manhole		System Valve
	Sanitary Main		Sanitary Manhole		Outlet
	Culverts				
	Record Drawings				

### Land Base Data

	Water Body		Parcel Boundary		Municipal Boundary
	Roads		Contour Interval		



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10/27/2016  
Scale 1:2000